

CHAPTER 7

PROMOTION OF ENLISTED PERSONNEL

7-1. AUTHORITY TO PROMOTE. If Brigade Commanders delegate the authority, Battalion Commanders are authorized to promote enlisted personnel assigned to their companies and battalions to grades through Staff Sergeant and may delegate promotion authority through CPL to company Commanders. Authority to promote to Sergeant First Class and Master Sergeant is reserved for Brigade Commanders. Authority to promote to Sergeant Major and **appoint to** Command Sergeant Major is retained by and will be accomplished only by Headquarters, South Carolina State Guard, in accordance with the criteria set forth in paragraph 7-5, below.

7-2. ELIGIBILITY FOR PROMOTION.

a. To be eligible for selection for promotion, an enlisted person must:

(1) Be in an active status and a unit vacancy must exist.

(2) Meet the prescribed minimum military educational requirements as outlined in paragraph 7-2b and the minimum time-in-grade requirements contained in paragraph 7-2c, below, *or*, have previously held the higher grade in the Armed Forces, either Regular or Reserve Components.

(3) Possess the requisite qualities of leadership and integrity essential to be a leader in the South Carolina State Guard.

b. Educational Requirements

(1) An enlistee without prior military service must complete the Basic Training Course.

(2) Prior to promotion to the grade of Sergeant or any higher grade, an individual without prior military service *or completion of Junior ROTC*, must have completed the Basic Non-commissioned Officer Training Course (NCOTC).

(3) Prior to promotion to the grade of Staff Sergeant or any higher grade, an individual must complete the SCSG Basic Non-Commissioned Officer Training Course (NCOTC), if not a graduate of a comparable active duty or reserve component training course, and provide documentation of a high school diploma or higher educational achievement.

(4) Prior to promotion to the grade of Sergeant First Class or higher grade, an individual must have completed the Advanced Non-Commissioned Officer Training Course (ANCOTC), if not a graduate of a comparable active duty or reserve component training course, and provide documentation of a high school diploma or higher educational achievement.

(5) Prior to promotion to the grade of Sergeant Major an individual must have completed the Sergeant Major Training Course (SGMC) if not a graduate of a comparable active duty or reserve component training course.

c. Time-in-Grade. Minimum time-in-grade for the promotion of enlisted personnel of the South Carolina State Guard is as follows:

(1) From Private to PFC, one year with award of the Service and Proficiency Ribbons.

(2) From PFC to CPL, one year.

(3) From CPL to SGT, eighteen months.

(4) From SGT to SSG, eighteen months.

(5) From SSG to SFC, eighteen months.

(6) From SFC to MSG or 1SG, eighteen months and eight years total active military and/or SCSG service.

(7) From MSG to SGM, eighteen months and ten years total active military and/or SCSG service.

d. Waivers: Waivers for time-in-grade and education may be granted by the *SCSG Commander* only, upon recommendation of all commanders in the chain-of-command. *Such waivers will be granted only once in an individual's enlisted career.*

7-3. NOMINATION FOR PROMOTION. SCSG Form 17 (7 Jun 03) Enlisted Personnel Action Request will be used to request promotion of all enlisted personnel and it will be forwarded through channels to the appropriate headquarters.

7-4. PROMOTION ORDERS. Promotion of enlisted personnel to all grades, except Sergeant Major and Command Sergeant Major, will be announced on orders published by the appropriate commander. SCSG Form 5 (Orders for Enlisted Personnel Actions) will be used. Originals of all Promotion Orders will be forwarded to Headquarters, South Carolina State Guard, through channels, with copies for the intermediate headquarters.

7-5. EFFECTIVE DATE. The effective date of the promotion is the date specified in the Promotion Order. *Retroactive promotions are not authorized. Enlisted promotions will not be recognized until the originals of the Promotion Orders are received at Headquarters, South Carolina State Guard.*

7-6. APPOINTMENT TO COMMAND SERGEANT MAJOR.

a. *Appointment* Policy. A Command Sergeant Major has a great impact on the efficiency and effectiveness of the units of the South Carolina State Guard. The individual selected to be the Command Sergeant Major should be the most highly qualified and knowledgeable Senior Noncommissioned Officer of the unit as well as an individual in whom the unit commander reposes absolute trust and confidence. Brigade and Battalion Commanders are encouraged to nominate only those individuals who meet these criteria.

b. Nomination of Individuals. The nomination for appointment as ***Command Sergeant Major*** will be submitted on SCSG Form 17 (Enlisted Personnel Action Request) through channels to **the Command Sergeant Major of the State Guard**, Headquarters, South Carolina State Guard, by the Brigade or Battalion Commander concerned, with his comments and recommendations for the appointment and promotion of the applicant. Records of prior military service and evidence of other achievements must be attached to the application.

c. Criteria for Selection. To be considered for selection, the applicant must meet the following minimum criteria.

(1) Not less than ten (10) years total **active military and/or SCSG** service.

(2) Not less than **eighteen (18) months satisfactory performance of duty in the grade of Sergeant Major**.

(3) Not less than six (6) months satisfactory performance of duty in the Command Sergeant Major position vacancy.

d. Appointment Orders. The ***Commander, SCSG*** will approve all nominations for appointment, and, after final selection, the nominee will be appointed on orders published by Headquarters, South Carolina State Guard.